

Department of Agriculture

Worksheet for MFH Exterior Physical Standards

Project Name: _____ Servicing Official: _____

DIRECTIONS:

Use this worksheet to document findings and violations determined during exterior physical inspections.

In the first column,

check to indicate either the **failure frequency** or the **severity of the failure** to meet the standard. Leave blank if okay.

The frequency is either
isolated (i),
a pattern (p), or
widespread (w).

The severity is either
low (l),
medium (m), or
high (h).

Number longer comments on an attachment for notes.

Attach pictures for additional evidence of problems.

To help determine the urgency of corrections, subject areas are coded:

** Serious health and safety problem,

* Major repair, (no star is minor repair).

The subject area coding is also used to assist in classifying the failure to meet the standard as either a **finding** or **violation**.

In the second column,

check to indicate if you consider the failure to meet the specified standard to be a **finding (F)** or **violation (V)**.

A **finding** is a failure to meet a standard that should be corrected through routine procedures.

A **violation** is a finding that is a serious failure to meet a standard that must be corrected using the three servicing letters process.

In the third column,

check to indicate if the entire subject area is to be considered a **finding (F)** or **violation (V)**.

Site Inspection

1 UTILITIES (from evidence or documentation received by the reviewer)	frequency / severity	F / V	F <input type="checkbox"/> V <input type="checkbox"/>
** The project has an adequate and safe water supply	no <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
** The project has functional and safe waste water disposal	no <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
** Project site is free of hazardous waste material	no <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 DRAINAGE AND EROSION CONTROL			F <input type="checkbox"/> V <input type="checkbox"/>
* Units, basement or crawl space are free of evidence that water has entered	no <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Site drainage is safe and effectively protects the project from water damage	no <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site is free of standing water for long periods of time	i <input type="checkbox"/> p <input type="checkbox"/> w <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site is free from erosion evidence by deep ruts or removal of top soil	i <input type="checkbox"/> p <input type="checkbox"/> w <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 LANDSCAPING AND GROUNDS			F <input type="checkbox"/> V <input type="checkbox"/>
Lawns are periodically mowed	l <input type="checkbox"/> m <input type="checkbox"/> h <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plants and shrubs are maintained and allow air to windows, vents and sills	l <input type="checkbox"/> m <input type="checkbox"/> h <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recreation areas are maintained and safe	l <input type="checkbox"/> m <input type="checkbox"/> h <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash collection areas are adequately sized, screened and maintained		<input type="checkbox"/>	<input type="checkbox"/>
4 DRIVES, PARKING SURFACES AND WALKS			F <input type="checkbox"/> V <input type="checkbox"/>
Provide safe access and surfaces are free of holes and deterioration	l <input type="checkbox"/> m <input type="checkbox"/> h <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holes or deteriorated areas are no larger than approximately 1 sq. ft. for every 10 sq. ft. of area	l <input type="checkbox"/> m <input type="checkbox"/> h <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walks are free of changes in height (1/4 inch or greater) and deterioration	l <input type="checkbox"/> m <input type="checkbox"/> h <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 EXTERIOR SIGNAGE			F <input type="checkbox"/> V <input type="checkbox"/>
All signs including project, building, parking, unit number and informational are visible and well kept	i <input type="checkbox"/> p <input type="checkbox"/> w <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project sign includes the name of the project	no <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project sign contains rental contact information (phone number at a minimum)	no <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project sign has equal housing opportunity logotype (house symbol and slogan) or slogan, or statement	no <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 FENCES AND RETAINING WALLS			F <input type="checkbox"/> V <input type="checkbox"/>
Fence lines are free of trash, weeds, vines and other vegetation	i <input type="checkbox"/> p <input type="checkbox"/> w <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fence is free of holes, and damaged or loose sections	i <input type="checkbox"/> p <input type="checkbox"/> w <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The bases of all retaining walls are free of erosion	i <input type="checkbox"/> p <input type="checkbox"/> w <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walls are promptly repaired to prevent additional damage	no <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weep holes are cleaned out to prevent excessive pressure behind wall	no <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 DEBRIS AND GRAFFITI			F <input type="checkbox"/> V <input type="checkbox"/>
Project site is kept free of trash, litter and debris	l <input type="checkbox"/> m <input type="checkbox"/> h <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Common areas are kept free of litter, trash and debris	l <input type="checkbox"/> m <input type="checkbox"/> h <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public walkways, walls of buildings, common areas are free of graffiti	l <input type="checkbox"/> m <input type="checkbox"/> h <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>